



Pilot Project Design for Section 319 Grant Request for Proposals #2010-32

The Town of Bluffton is soliciting sealed proposals from experienced firms to provide design and associated services for phased implementation to install structural Best Management Practices (BMPs) at a site(s) to be determined by the applicant. The site(s) shall be located in the targeted subdrainage basins of the May River Watershed. The expected outcome of the project is to provide a measurable reduction in the loading of fecal coliform at SCDHEC shellfish monitoring station 19-19 or waters flowing to SCDHEC shellfish monitoring station 19-19.

There will be a pre-bid meeting at Town Hall at 2:00 pm on January 6, 2010, to explain the overall requirements and address specific bidder's questions. Attendance at this meeting is mandatory as it will assist in understanding the overall project scope.

Sealed proposal, including all necessary documents, are due by 2:00 pm, January 22, 2010, at Town Hall, 20 Bridge Street, Bluffton, South Carolina, 29910 clearly marked: Attention: Sandra Lunceford, RFP 2010-32: Pilot Project Design for Section 319 Grant. Firms should submit one (1) original and four (4) copies by the stated deadline. Consistent with the Town's Purchasing Ordinance, RFP offerors and pricing will not be made public.

Questions should be addressed to John Carmack via email to jcarmack@townofbluffton.com or faxed to (843) 757-6780. All questions and answers will be posted on the Town's website www.townofbluffton.com.

BACKGROUND

Rising fecal coliform levels reported by the South Carolina Department of Health and Environmental Control – Environmental Quality Control (SCDHEC-EQC) led to a change in the shellfish harvesting classification for the headwaters of the May River from station 19-

24 to the westerly extent of the river. The Town of Bluffton, in partnership with Beaufort County, was awarded an EPA Section 319 grant by SCDHEC to combat this problem. Funding from this grant has been allocated toward the installation of structural Best Management Practices (BMPs).

SCOPE OF SERVICES

The Town of Bluffton is seeking consulting services to develop a two phase approach for the installation of structural Best Management Practices at a site(s) determined by the Offeror. The objective is to install structural BMPs to generate a measurable reduction in the loading of fecal coliform in waters flowing to SCDHEC shellfish monitoring station 19-19. BMP's shall not increase flooding due to 2, 10, 25, and 100 year design storms.

The complete construction budget for the pilot project (installation of BMP's) is \$545,000.00 and the consultant shall submit a fee for Survey, Design and any necessary monitoring required to achieve the pre construction deliverables. All available Town and County water quality monitoring data will be made available to the consultant. Consultant is to develop necessary scope for construction using the available budget for the completed and installed BMPs (\$545,000.00) as a guideline when creating a design that will achieve the objective of reducing coliform loading at SCDHEC station 19-19. It is recognized that the construction budget may not be sufficient to allow a comprehensive solution to address all problems at SCDHEC station 19-19. For this reason, phased approaches that present a comprehensive plan are encouraged. However, it is imperative that the initial construction phases resulting from the current project have an expected value of approximately \$545,000 in order to comply with the Section 319 grant budget.

Findings from the following Town of Bluffton studies must be analyzed to assist in the design of the project and will be made available to Offerors. All documents are on the Town of Bluffton or the Beaufort County website.

Town of Bluffton website is www.townofbluffton.com

Beaufort County Website is www.bcgov.net

- The May River Waterbody Management Plan.
- A Baseline Assessment of Environmental Conditions in the May River.
- May River Monitoring Program: Stormwater Sampling Study.
- May River Watershed Monitoring Program – 2008.

- Beaufort County Stormwater Master Plan – May River Chapter.
- Other pertinent documents may be found at:
<http://www.bcgov.net/Stormwater/MayRiver.php>

Phase I – Study and Preliminary Design Phase

- Project kick-off meeting with staff.
- Assemble as-built information and supplement with field survey to create base map for study and design.
- Thoroughly review available sampling data and watershed monitoring literature
- Develop preliminary pre-development and post-development hydrological or pollutant transport model for the selected site(s) to identify changes in post-development characteristics of surface stormwater runoff and the associated changes to the loading of fecal coliform. Report findings to staff.
- Initiate necessary sampling at necessary locations to provide baseline fecal concentrations before pilot project(s) installed. Town will perform sampling at locations indicated by Offeror.
- Develop detailed cost estimate to complete Phase II design including developing construction drawings and construction specifications to install BMP's at selected site(s) and any additional survey or data collection required.
- Develop a detailed cost estimate to complete Phase III.

Phase II- Final Design Phase

Based on the findings from the model and research in Phase I, finalize suitable site(s) within the selected project area to install structural BMPs. Consideration of in-situ soils, groundwater table elevation, required easements, and underground utilities are necessary during site evaluation.

- Based on the findings from the model and research in Phase I, finalize the selection of structural BMPs to be installed.
- Finalize model to confirm reduction of fecal coliform loading following installation of structural BMPs. Comparison of pre-development, post-development, and post-installation of structural Best Management Practices are to be analyzed.

- Finalize selected project area hydrological report and supporting documentation. The final report to include an assessment of the pre-development, post-development, and the post-installation of structural BMPs at the selected project area.
- Develop construction plans and specifications for installation of structural BMP's with an expected installation cost of \$545,000.00. Submit to Town for review. Address fully any comments the Town may have.
- Initiate sampling at necessary location(s) to provide post installation fecal concentrations at selected location(s). Town will perform sampling at locations designated by Offeror.
- Obtain any permits needed for installation of structural BMP's
- Develop a preliminary cost estimate for design and installation of any other recommended structural BMP's to further the goal of reducing fecal contamination at SCDHEC Station 19-19.

Phase III – Construction Phase

- Attend pre-bid construction meeting and assist Town in answering any questions throughout the bid process.
- Attend pre-construction meeting with selected contractor.
- Perform necessary construction monitoring to ensure project is executed according to plans and specifications.
- Provide as-built drawings once project is complete

DELIVERABLES

Phase I

- Survey and other data collection that may be required.
- Preliminary hydrological or pollutant transport model
- Sampling Plan to develop baseline fecal concentration at selected location(s)

- Detailed cost estimate for completing Phase II
- Detailed cost estimate for completing Phase III

Phase II

- Additional survey not included in Phase I
- Final hydrological or pollutant transport model
- Project report
- Complete set of bidding and contract documents: drawings and specifications.
- Any permits required for construction
- Budget estimates to complete other recommended installations of structural BMP's
- Sampling Plan to monitor progress of installed structural BMP's

Phase III

- Project closeout documentation: as-built drawings.
- Construction monitoring reports

Deliverables shall be provided as both hard copies and in an electronic format (compatible with Town software) that is able to be edited and further utilized by Town staff. All Deliverables shall become property of the Town of Bluffton.

SCHEDULE

- Award is targeted within two weeks of bid opening date.
- Design work will commence within one week of notice to proceed.
- Target completion of Phase IA and Phase IB is thirty (30) days after notice to proceed.
- Target completion of Phase II is sixty (60) days after notice to proceed.
- Target construction award and mobilization (Phase III start): 2nd quarter 2010.

PROPOSAL SUBMITTALS

Proposal submittals shall contain, at a minimum, the following:

- Cover letter.
- Brief description and history of the Offeror's firm.
- Qualifications and resumes of the proposed design team key personnel.
- Relevant experience and any previous projects within Beaufort County, SC.
- Detailed Schedule to complete tasks contained in scope of work for Phase I, proposed schedules for Phases II & III based on methodology and estimated personnel needed.
- Narrative detailing Offeror's understanding of the work, project execution approach and potential alternatives to achieve the desired objectives – discussion of methodology used to execute project.
- List of at least three references including names, addresses, and telephone numbers for similar projects completed within the last 5 years.
- Discussion of general proposed location(s) of BMPs: Assessment of suitable site(s) to install structural BMPs within the targeted subdrainage basins of the May River Watershed, based on consultant's preliminary review of approved development permits, maps, topography, soil conditions, groundwater table elevation, underground utilities, and other documentation made available to offerors at time of proposal solicitation.
- Discussion of general type(s) of BMPs proposed for this project: Justification of Selection of structural BMPs based on perceived ability to reduce loading of fecal coliform at SCDHEC station 19-19 or waters flowing to SCDHEC station 19-19.
- Discussion of general expected percentage of fecal reduction and general location(s) of fecal reduction due to structural BMP installations resulting from approximately \$545,000 worth of the proposed construction (costs funded by the Section 319 Grant). In general terms, how much fecal reduction can be expected from the proposed design and where in the Watershed could a reduction in fecal be expected due to pilot projects?

- General discussion of a comprehensive plan to reduce fecal loading in the May River Watershed especially at SCDHEC station 19-19 and ballpark cost estimate associated with implementing proposed plan.
- Identify type of model or models anticipated to be used to develop report. Include outline of surveys, field verifications, and other actions necessary to complete model.
- Lump sum cost to complete Phase I.
- Estimate of expected cost ranges to complete Phase II and III realizing that costs may differ based on findings in Phase I
- Rate schedule by classification and service type for establishing cost basis of supplemental activities

EVALUATION CRITERIA

Recommended structural BMP's will be selected for responsiveness in addressing the Scope of Services, schedule and objectives outlined within this RFP. The maximum possible score is 100 points per submittal. Each proposal will be evaluated based on the following:

- Previous stormwater drainage basin design experience (10 points).
- Appropriateness of location for installation of BMP's and effectiveness of types of structural BMPs to be used to reduce fecal loading at SCDHEC station 19-19 or waters flowing to SCDHEC station 19-19. (25 points).
- Ability of proposal and ideas presented in proposed comprehensive plan to address entire May River Watershed and especially SCDHEC station 19-19 (10 points).
- Previous design of structural Best Management Practices (10 points).
- Understanding of project scope of work, proposed methodology, and execution plan for Phases I, II, and III (20 points).
- Proposed schedule for project (10 points).
- References (10 points).
- Cost of services for Phase I and rate schedules for Phases II & III (5 points).

TOWN OF BLUFFTON RIGHTS

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods and services.

The Town does not discriminate on the basis of race color, national origin, sex, religion, age or disability in employment or in the provisions of goods or services.